

## 1.9            **Nine Planning Elements** [www.in.gov/dhs](http://www.in.gov/dhs) (web site to be created)

TO:            All LEPC Chairs

FROM:        IERC Technical Committee Chair

SUBJECT:     Nine Planning Elements, Guidance for LEPC Plan Writing

As you may know, Indiana Code Title 10 provides that “Each political subdivision, which does not have a disaster agency and has not made arrangements to secure or participate in the services of an agency, shall have an emergency management director designated to facilitate the cooperation and protection of that subdivision in the work of disaster prevention, preparedness, response, and recovery.” [10-4-1-10(f)]

SARA Title III has specific planning and response requirements for dealing with accidents involving certain chemicals, but all of the Title III requirements permit their incorporation into your county’s all-hazard Emergency Operations Plan (EOP).

Moreover, the IERC sees a single, comprehensive, and integrated emergency planning document as providing for the most efficient and cost-effective response capability with which you can protect the persons, property, and environment in your emergency planning district

The Commission is, therefore, recommending that your SARA Title III chemical emergency plan be made an appendix in your EOP’s hazardous materials annex.

The Commission has retained in its entirety the same guidance that each LEPC has been given in the past, and that guidance consists of the nine planning elements that are required by law:

- (1)    “Identification of facilities subject to the requirements of the subtitle (Title III) that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in Section 302(a), and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirement of this subtitle, such as hospitals or natural gas facilities.”

This means that your plan needs to include the names and address of (and preferably a map showing) all facilities in your county which store Threshold Planning Quantities (TPQs) of Extremely Hazardous Substances (EHS). It also means that you must identify and provide a map or list of roads and highways and railroads likely to be used for the transport of Extremely Hazardous Substances. Hospitals or other special facilities near

EHS facilities must also be identified in your plan because of special problems they present because of patient evacuation, additional fire hazard, and so forth.

- (2) Your plan needs to spell out “Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances.”

This plan element refers only to methods and procedures to be employed outside the facility experiencing an accidental release of chemical, because the chemical has escaped the facility in question. Your plan’s description of these methods and procedures employed outside the facility needs to include accidental release notification of the LEPC by facilities, and exactly what roles are to be played by fire, police, emergency management, and ambulance personnel, and/or others.

- (3) Your plan must include “Designation of a Community Emergency Coordinator (CEC) and facility emergency coordinators (FECs), who shall make determinations necessary to implement the plan.”

This means that each facility with Extremely Hazardous Substances must designate to your LEPC an FEC (and alternates, to act in his absence) with his telephone number(s), and that the LEPC, in turn, must designate an individual or agency who is available 24 hours a day to receive notification of accidental releases.

- (4) Your plan needs to include “Procedures providing reliable, effective, and timely notification by the Facility Emergency Coordinators and the Community Emergency Coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of Section 304).

This means that your plan needs to describe a prearranged sequence of events of different agency actions to occur when a chemical release is reported to your CEC. This includes the event of providing the information about the release as cited in Section 304(b)(2).

- (5) Your plan must include a description of “Methods for determining the occurrence of a release, and the area of population likely to be affected by such release.”

This means that in the case of EHS facilities, technological or human detection systems and procedures must be described. It also means that methods for determining the impact on populations in the vicinity of EHS-releasing facilities must be indicated, based on considerations such as quantity of chemical released, wind speed and direction, distance from facilities of populations, and so forth.

- (6) Your plan must include “A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subtitle, and an identification of the persons responsible for such equipment and facilities.”

This means describing a functional inventory including the names of the persons with the actual power to immediately release equipment for use. In the case of a facility's equipment, it is best to have on file a certification letter designating the person(s) authorized to release the equipment.

- (7) Your plan needs to describe "Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes."

This means that your plan must describe population protection steps that can be taken in response to an EPCRA chemical release including in-place sheltering and/or evacuation, and the rerouting of traffic away from airborne or ground surface releases.

- (8) Your plan must describe "Training programs, including schedules for training of local emergency response and medical personnel."

This means that your plan needs to identify specific training opportunities, to establish target dates by which the training will be taken, and to identify who will actually take them.

- (9) Finally, your plan must describe "Methods and schedules for exercising the emergency plan."

The methods may be a table top exercise, a functional exercise, or a full-scale exercise in the field, but must deal with a simulated release from an EHS facility. A target date for the exercise must be set, as well.

As you review your Title III plan for re-submission by the end of December of each year, please bear in mind the need to observe the provisions of OSHA's 1910.120, in order to utilize people in your response plan who have been trained appropriately.

Attached is the LEPC plan writing checklist document that will be used by the IERC Technical Committee to evaluate all LEPC hazardous materials plans. This document is based on NRT-1 and NRT-1a as well as federal and state statutes. Please use the document to assist you in developing and writing your LEPC plan.